



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

TUESDAY, JULY 22, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #9A AND 9B**
4. Approval of Minutes dated April 14, 2008 (previously distributed)
5. Public Participation
6. Recognize Recent Retirees (mailed)
7. Vacancy Reconfirmations (as recommended by Ad Hoc Committee on 7-8-08) (mailed)
8. Vacancy Reconfirmation and Waiver of 20 Week Hiring Delay for Safety Specialist in Risk Management Dept. (as recommended by Ad Hoc Committee on 7-8-08) (mailed)
9. Vacancy Reconfirmation of One Paralegal in Senior Citizen Services Dept. (referred from Senior Citizens Committee on 6-13-08) (mailed)
- 9a. Recommendation from 7-18-08 Community Services Committee Meeting: Waiver of 20 Week Hiring Delay for One Counselor in Veterans Services Dept. (attached)
- 9b. Referral from 7-18-08 Community Services Committee Meeting: Modifications to Community Services Agency Transportation Budget Regarding Bus Driver Positions and Hourly Rate (attached)
10. Salary Range Modification for Non-Represented Classifications of Administrative Secretary, Senior Secretary and Secretary, to be Applied to Newly Hired or Promoted Employees (mailed)
11. Executive Session to Discuss Labor Negotiations
12. New Business
13. Public Participation
14. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Philis DeSaele - District 10

Ed Szczepanski - District 11
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Leon Drolet - District 26



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director
Human Resources *[Signature]*

DATE: July 11, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the July 22, 2008 Personnel Committee Meeting.

Name: Sharon Gardocki
Department: Health Department
Retirement Date: 6/12/08
Years of Service: 11 years, 11.4 months
County Commissioner: David J. Flynn

Name: Raymond L'Esperance
Department: Sheriff Department
Retirement Date: 7/18/08
Years of Service: 26 years, 3.2 months
County Commissioner: N/A

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies pursuant to
_____ the Motion passed by the Ad Hoc Committee on July 8, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

CLASSIFICATION

DEPARTMENT

One Data Maintenance Supervisor (Pamela Conger)

Friend of the Court

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 04-01-08

Exit Interview Completed: Yes*

One Typist Clerk III (Mary Koch)

Health

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 06-06-08

Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel 07-22-08

Resolution to Reconfirm Personnel Vacancies

Personnel 07-22-08

Page 2

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Youth Specialist (JoAnn DeGrandis)

Juvenile Justice Center

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 06-14-08

Exit Interview Completed: Pending

One Food Service Worker (Johnetta Gilleylen)

Martha T. Berry

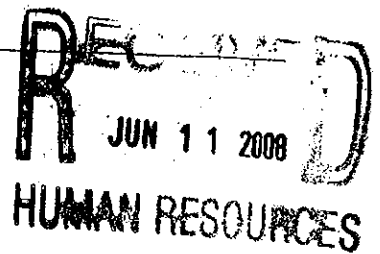
Reason for Position being Vacant: Resignation

Date Position to be Vacant: 06-27-08

Exit Interview Completed: Yes*

*Did not authorize the release of the exit interview information.

The Circuit Court
For
The Sixteenth Judicial Circuit of Michigan



Circuit Judges
RICHARD L. CARETTI, Chief Judge
ANTONIO P. VIVIANO, Chief Judge, Pro Tempore
JOHN C. FOSTER, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
JAMES M. BIERNAT, SR.
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
DAVID F. VIVIANO



June 10, 2008

LYNN M. DAVIDSON
Friend of the Court

DAVID T. ELIAS
Family Court Counsel/ Referee

THOMAS F. BLOHM
Enforcement Division Director

LYNDA L. GRILLO
Clerical Services Supervisor

Mr. Eric A. Herppich, Acting Director
Human Resources Department
10 North Main Street
Mt. Clemens, MI 48043

Re: Data Maintenance Supervisor Vacancy


Dear Mr. Herppich:

Enclosed please find the Position Analysis Questionnaire for Pamela Conger. Ms. Conger applied for and was awarded a medical retirement from the County of Macomb and was the supervisor of the Data Maintenance Department within the Friend of the Court Office on April 1, 2008. As this position has a direct relation to child support, the total cost of the position plus fringe benefits will be reimbursed to the County of Macomb at the rate of 66%.

Please take the appropriate steps to have this presented to the next Ad Hoc Committee in the process to seek confirmation of the position.

I am requesting you notify me of the Ad Hoc Committee meeting date in order that I may attend and address any questions that the committee may have regarding the confirmation and filling of this position.

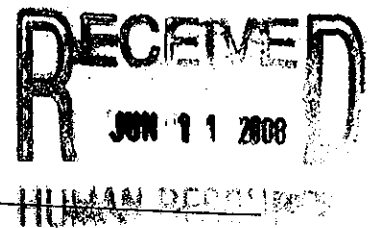
Very truly yours,


LYNN M. DAVIDSON
FRIEND OF THE COURT

LMD/njb

cc: Karlyn R. Semlow, Human Resources Coordinator
Lisa N. Weber, Human Resources Coordinator

**Macomb County
Position Analysis Questionnaire**



Employee Name: Pamela K. Conger

Classification Title and Department: Data Maintenance Supervisor / Friend of the Court

Division/Program Assignment: Data Maintenance Department

Describe how this position is funded: 66 % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The purpose of this classification is to monitor and provide work direction as well as supervise nine Data Maintenance Clerks. This section of the Friend of the Court Office is responsible for implementing all court orders into the Michigan Child Support Enforcement System (MiCSES). MiCSES is the computer system that is mandated by the federal and state government in which the Friends of the Court must operate within.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Attached is a current organizational chart. The mission and role of the Data Maintenance Department is to make sure that all accounts within the Friend of the Court Office are kept current based on court orders, policy, adjustments, as well as payments that must flow through the MiCSES computer system. Any data that is entered into a specific file must be converted into computer language and placed into the computer system.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Clerical Services Supervisor	1
Same Classification Within Department or Program	None	1
Other Classifications Reporting to this Immediate Supervisor	Dictation Clerk	21
	Data Maintenance Clerk	9
	Account Clerk Senior	9
	Cashier II	1
	Recorder Secretary	9
	Court Services Supervisor	1
	Typist Clerk Senior	7
	Typist Clerk	12
	Data Entry Clerk	8
	Temporary Clerical	0

Classifications Directly Supervised by this Classification (if applicable)	Data Maintenance Clerk	9
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If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Account Clerk Senior. The Data Maintenance Supervisor provides work direction to the Accounting section of the Friend of the Court Office. There are five employees in that section and they seek the direction of the Data Maintenance Supervisor in complex orders when interpreting charges in preparation of account breakdowns. The Accounting section also seeks work direction from the Data Maintenance Supervisor in interpreting policies set by the State of Michigan in the Michigan Child Support Enforcement computer system (MiCSES), in which the Friend of the Court Office must function.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The person in this position must be able to interpret orders as well as act as a liaison between the State of Michigan and the Friend of the Court for the entry of all data into the computer system. This person must be able to interpret policy and directives from the State of Michigan and work reports that are necessary for cleanup and the enhancement of the computer system that the office works in. This person is responsible for statistical reports as well as reports to the Friend of the Court, the State Court Administrator's Office and the State of Michigan in relation to the MiCSES computer system.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Supervises and ensures appropriate data maintenance for the Friend of the Court Office	30%	daily	Yes, as part of the Friend of the Court child support function.
2	Supervises, trains, assigns and monitors the work of assigned staff	30%	daily	Yes, as part of the Friend of the Court child support function.
3	Stays apprised of the changing Friend of the Court and State MiCSES system regulations and procedures as it relates to data maintenance	20%	daily	Yes, as part of the Friend of the Court child support function.

4	Provides work direction to Account Clerk Seniors in Accounting section of the Friend of the Court Office	15%	weekly	Yes, as part of the Friend of the Court child support function.
5	Attends statewide meetings regarding the MiCSES program	10%	monthly	Yes, as part of the Friend of the Court child support function.
6	Queries the MiCSES program regarding the Friend of the Court database as to all dockets requiring child support changes, adjustments, case closure	15%	monthly	Yes, as part of the Friend of the Court child support function.
7	Interprets, calculates, processes, manipulates, enters, retrieves and stores data information on our computer system	20%	daily	Yes, as part of the Friend of the Court child support function.

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

In 2005, the Data Maintenance Department entered 1,998 modified orders prepared by the Friend of the Court Office. This Department added 3,582 new files, fulfilled 3,039 files and dismissed 515 files. Macomb County Friend of the Court in 2005 had a total of 41,086 open cases. In 2006, the Data Maintenance Department entered 3,746 modified orders prepared by the Friend of the Court Office. This Department added 3,606 new files, fulfilled 2,654 files and dismissed 387 files. Macomb County Friend of the Court in 2006 had a total of 41,585 open cases. In 2007, the Data Maintenance Department entered 4,138 modified orders prepared by the Friend of the Court Office. This Department added 3,389 new files, fulfilled 2,780 files and dismissed 307 files. Macomb County Friend of the Court in 2007 had a total of 49,554 open cases. It is the responsibility of the Data Maintenance Department to enter data on all cases requiring adjustments of any type.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The decisions that the supervisor of the Data Maintenance Department makes would involve the proper training of the nine Data Maintenance Clerks that fall under this person's supervision. To make evaluative and instructive decisions as it relates to the State of Michigan and the MiCSES computer system, and mandated Friend of the Court functions. This person is responsible for ensuring both the Friend of the Court requirements are met as well as working smoothly within the State's system. This person also provides work direction to the Account Clerk Seniors that work within the Accounting section of the Friend of the Court Office as it relates to the MiCSES computer system.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The inability of a central person to coordinate between the State computer system and the Friend of the Court functions that are mandated by law, to review reports requested and prepared on Friend of the Court files	Files would have incorrect information or would not function properly within the Friend of the Court system; would not meet the Federal requirements for criteria selected that guarantee federal incentives being sent to the State of Michigan and then to Macomb County.
There would be no one to monitor, request and supervise nine Data Maintenance Clerks that input information into the computer system.	Longer periods of time to have data input on new concepts that must be determined and a policy developed for proper implementation.
Overall inefficiency in the entire Data Maintenance Department.	Loss of incentives or reduction in incentive money.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Department of Human Services, Office of Child Support	Face-to-face, telephonic and by computer, to exchange and obtain information and problem solving	daily
Director, Friend of the Court Office	To provide updated information regarding the MiCSES computer system and how it affects Friend of the Court functions and Federally mandated requirements.	weekly
Various Staff, Friend of the Court Office	Interaction with various Friend of the Court staff as it relates to the input of data into the computer system and the resulting information provided after reports are run as to the Friend of the Court active cases and data inputted into the computer.	daily

Additional Information:

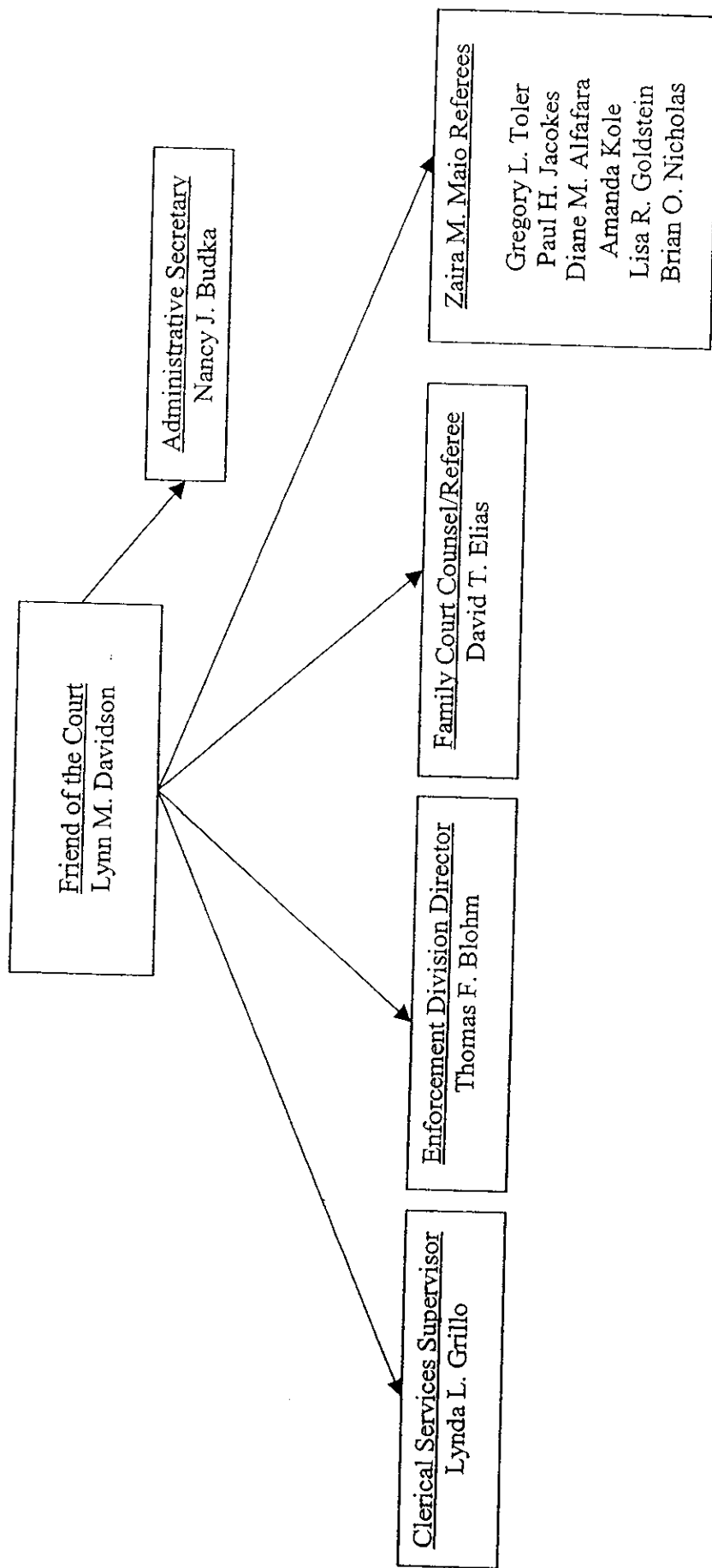
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

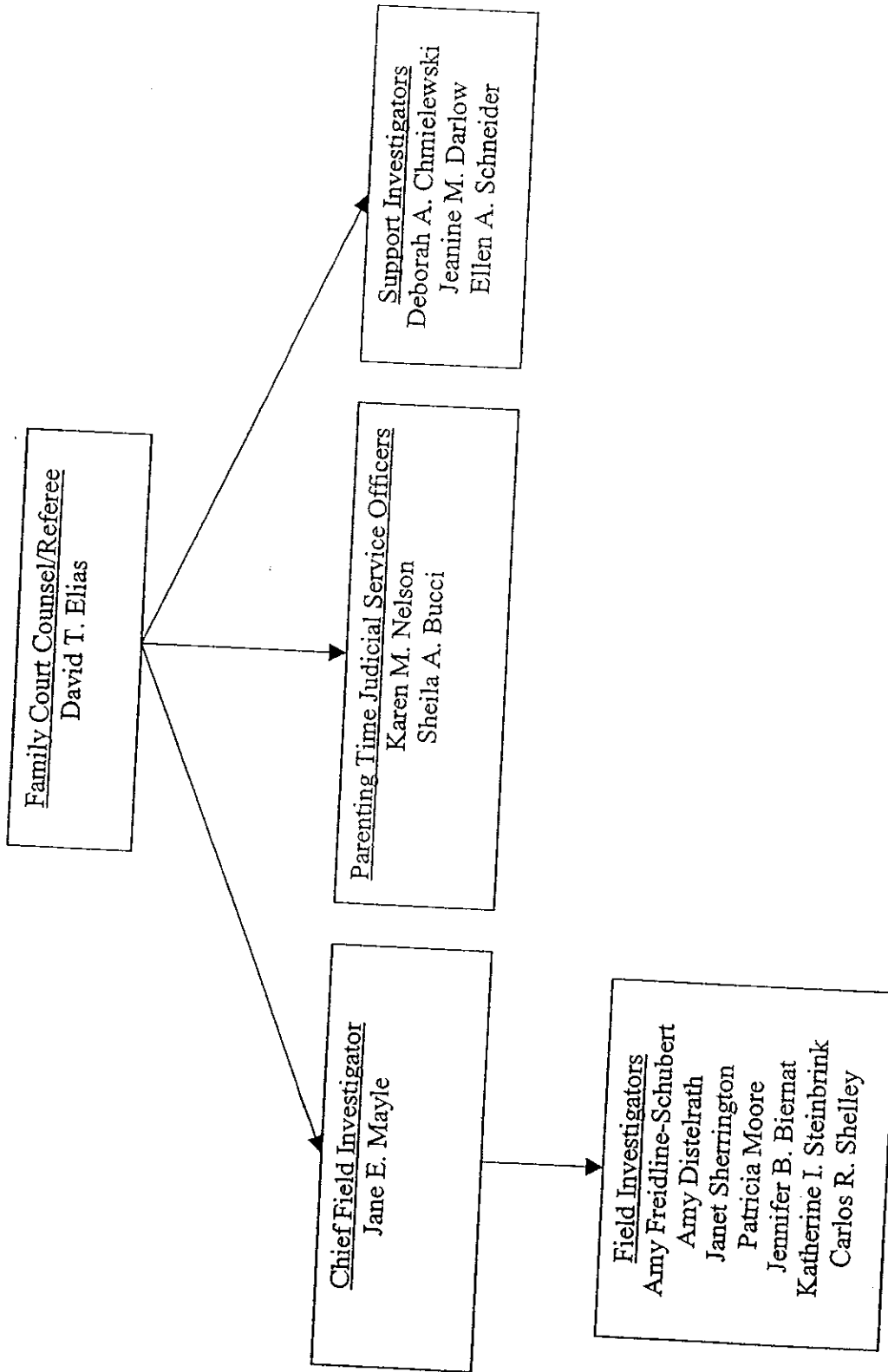
This person acts as a resource regarding case information, data and/or statistics for the Director of the Friend of the Court Office, the Enforcement Division Director and the Clerical Services Supervisor. This person also provides this information to staff members required to work within the system and the data that is inputted into the MiCSES system. This person attends and participates in meetings and training programs as it relates to data and the input of data into the MiCSES system. The person that obtains this job must have a thorough knowledge of Friend of the

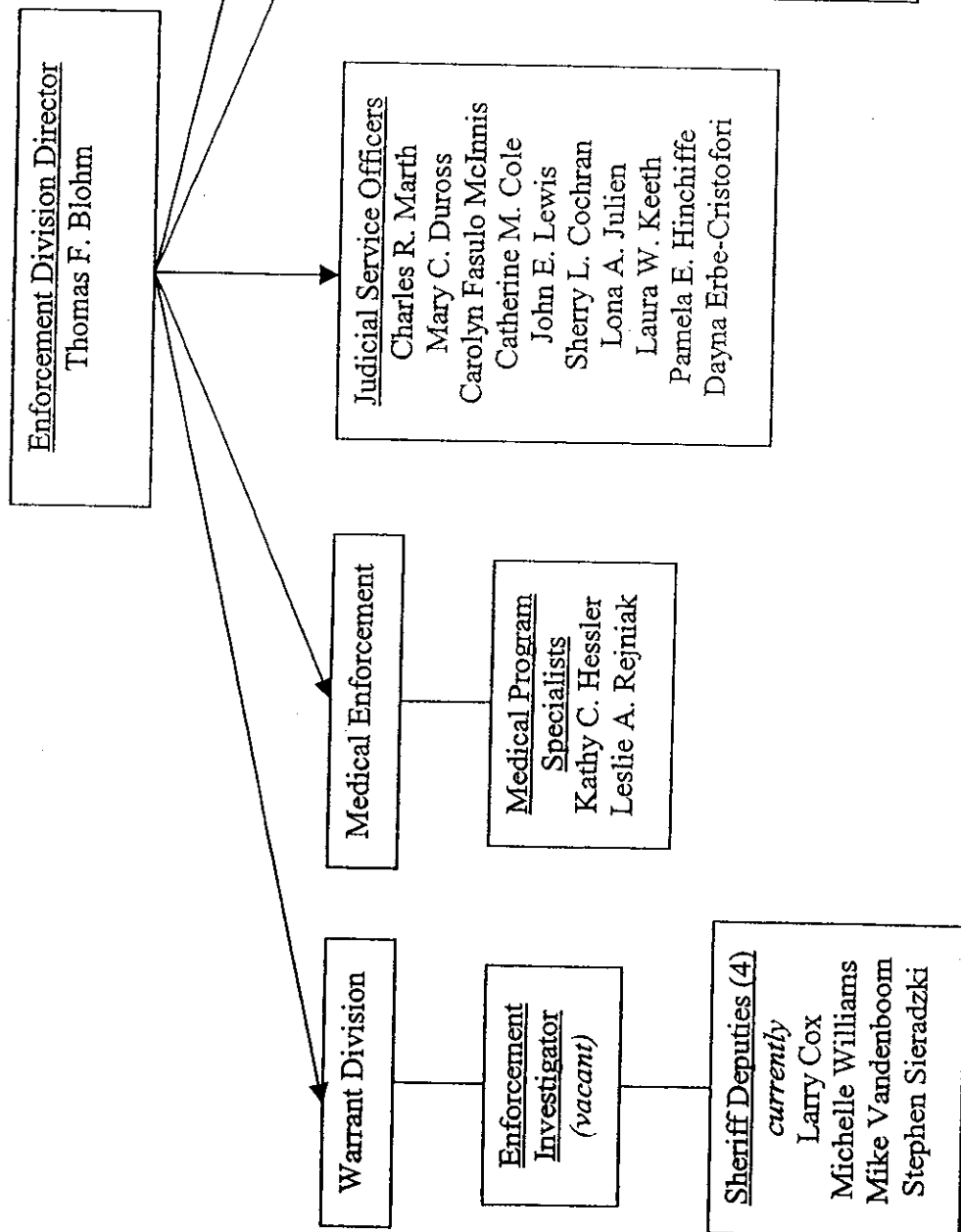
Court policies and procedures as well as thoroughly versed in the MiCSES computer system and the ability to generate and read reports generated out of the MiCSES system so that the data inputted into the system is accurate and provides the State and Macomb County with correct information. This person must be able to establish and maintain effective working relationships within the Friend of the Court Office, the Court and outside agencies as it relates to the data placed into the Friend of the Court computer system.

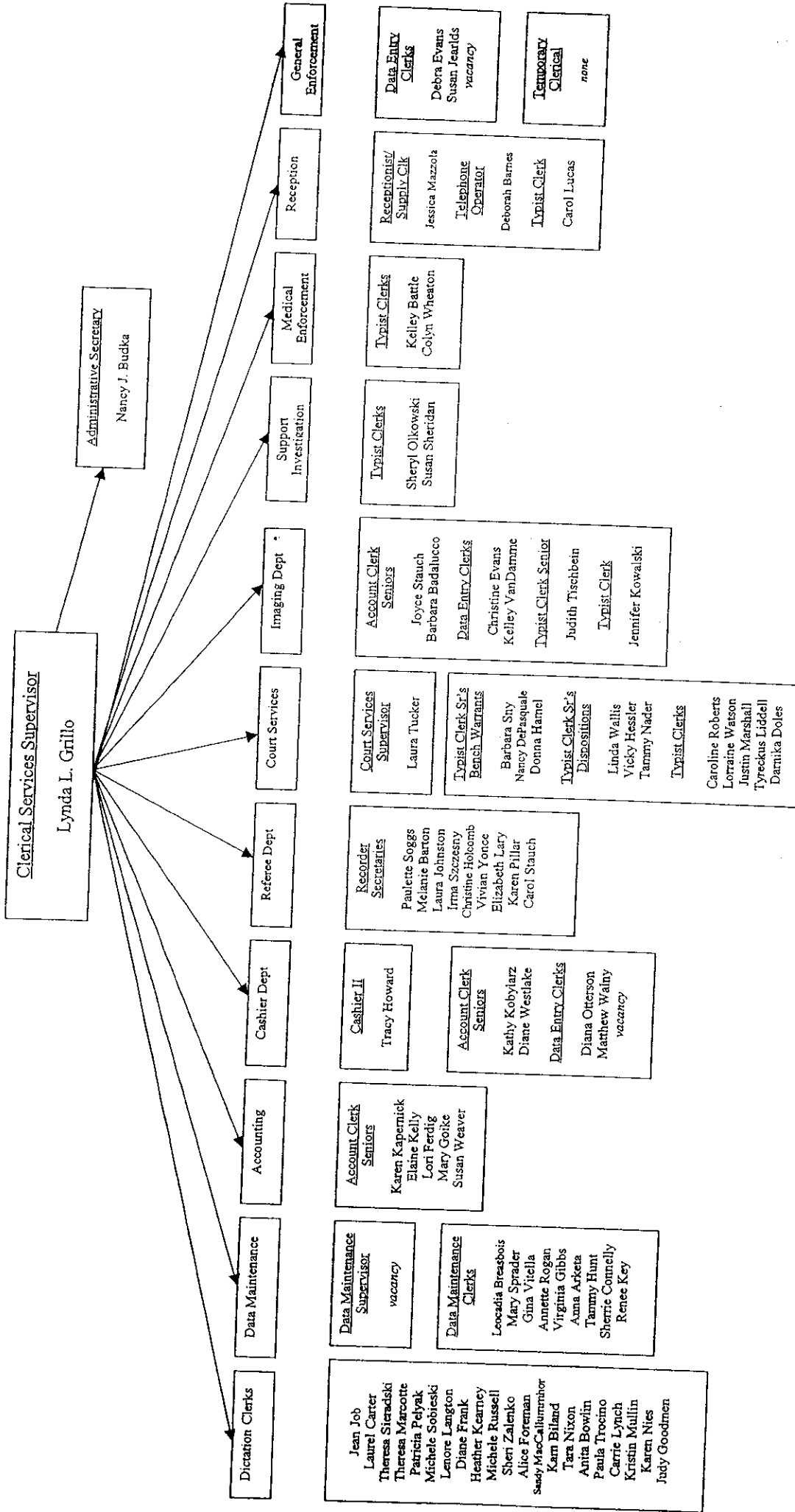
Revised 3/10/08

FRIEND OF THE COURT ORGANIZATIONAL CHART











HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth


RECEIVED
JUN - 4 2008
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

June 2, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING
TYPIST CLERK III POSITION
ENVIRONMENTAL HEALTH SERVICES

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the retirement of Mary Koch on June 6, 2008

The employee in this classification, under limited supervision of an assigned supervisor, performs varied and difficult clerical tasks that require independent action; may perform the following tasks: types letters, reports, forms and other correspondence; maintains complex clerical records; files records and reports; answers the telephone and helps clientele with licensing requirements in accordance with county and state policies.

In order to maintain quality of service, program continuity and to maintain records and assist families in Macomb County with concerns in the Environmental Health Services Program, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: G. White
S. LaBelle
M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy D. Vosburg - District 25

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Mary Koch SOCIAL SECURITY # [REDACTED]

ADDRESS 18155 Davidson Fraser, MI 48026

DEPARTMENT Health

CLASSIFICATION Typist Clerk III

TERMINATION DATE June 6, 2008

DATE OF HIRE February 29, 1988

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

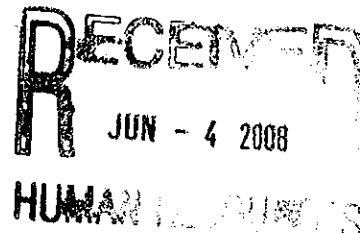
DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Mary A. Koch DATE 5/21/08

INTERVIEWER'S SIGNATURE Wendy Fisher DATE 5/21/08

Macomb County
Position Analysis Questionnaire



Employee Name: Mary Koch

Classification Title and Department: Typist Clerk III/ Health Department

Division/Program Assignment: Environmental Health Services

Describe how this position is funded: 100 % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Employees in this classification, under the supervision of an assigned Associate Director, performs support activities for Division staff which includes typing outgoing correspondence; process food service licenses, maintains Division files; maintains individual program databases; answers incoming division phone calls; communicates with state agencies to process licensing paperwork and order state generated forms, In addition, employees in this classification assist the public at the counter by answering general questions, providing help in filling out forms, and processing service fee payments.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The mission of the Environmental Health Division is to "Improve the quality of life for those who live, work or play in Macomb County by:
-the administration and enforcement of environmental public health laws
-the promotion of sound environmental health practices
while maintaining an openness to emerging environmental health issues."

This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Associate Director	2
Same Classification Within Department or Program	Typist Clerk III	4
	Note: All Clerk positions cover 2 offices	
Other Classifications Reporting to this Immediate Supervisor	Supervisor	2
	Typist Clerk I	2
	Account Clerk I/II	1
	Account Clerk IV	1
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

A typical problem that staff working within this classification will encounter is directing a new food establishment owner through the plan review and inspection process by providing information on actions the owner must take, assisting in filling out the proper forms, and directing them to other applicable agencies and division staff when necessary.

An example of a complex problem is gathering the necessary initial information needed by the division on foodborne illness complaints and referring the complaint to appropriate division staff or other applicable agencies within the response time mandated by the state.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Typing division correspondence	30	Daily	NA
2	Answering incoming division phone calls	10	Daily	NA
3	Assisting clients at counter	20	Daily	NA
4	Maintaining individual program database information and filing	40	Daily	NA
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Receive and process license applications and maintain database records for approximately 1,100 food service establishments each year.

Type, on average, 160 food service plan review correspondence letters each year.

Receive and record approximately 150 food service complaints each year.

Process inspection reports and maintain database records for approximately 130 public swimming pools each year.

Record and track weekly pool water testing results (approximately 2,800 results per year).

Assist approximately 20 clients per day via incoming phone calls and at the service counter.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Provide general information on division services and processes in response to client inquiries.

Determine when a specific client need should be referred over to a technical staff person and who specifically it should be referred to.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Customer service	Decrease the division's ability to promptly assist county residents and businesses in response to service and information requests by: -delaying the turn-around time of receiving and processing food service license fees and applications. -delay typing and mailing food service plan review correspondence and approval letters. -delay processing swimming pool opening inspection requests and fees. -increase customer wait time at service counter and incoming phone calls.
Department staff support	Increase all clerical staff workload and decrease office efficiency in processing data and paperwork for state mandated services.

Key Customers:

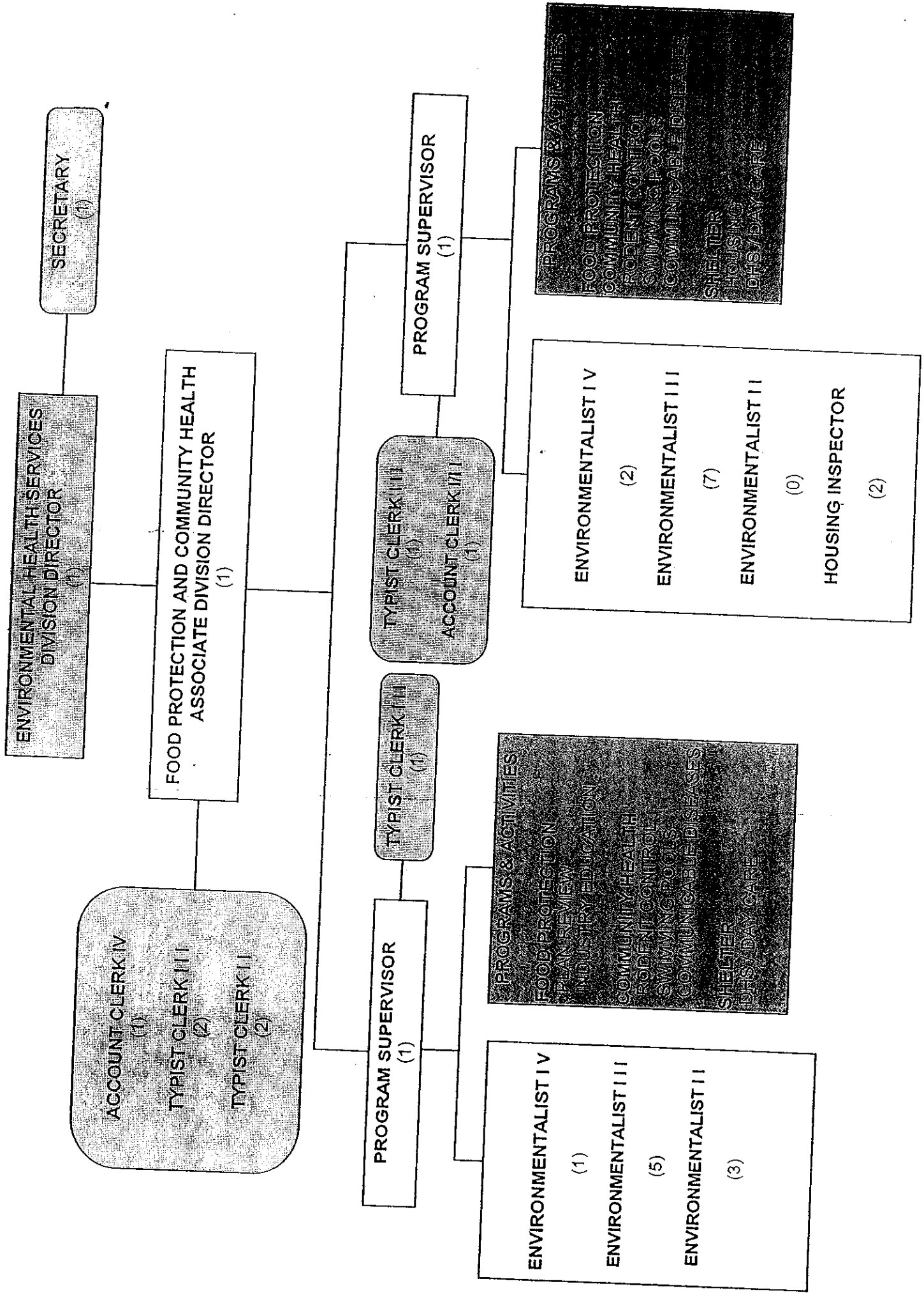
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Macomb County residents	Process applications, permits, correspondence. Assistance in answering questions and directing to proper person/agency	daily
Macomb County businesses	Process permits, approval letters and general correspondence	daily
Environmental Health Staff	Provides staff support services such as receiving service fees, processing applications and permits, answering phone calls, filing, and typing departmental correspondence.	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The individual in this position performs essential program support services for Macomb County residents, businesses and Division staff. The individual filling this position assists the Division in meeting regulatory requirements and service expectations of the general public and local businesses.



RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the reconfirmation and waiver of the 20 Week Hiring Delay
_____ for the vacant position of Safety Specialist in the Risk Management
_____ & Safety Department pursuant to a Motion by the Ad Committee on
_____ July 8, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 07-22-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

July 11 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources *E. Herppich*

RE: Recommend Reconfirmation and Waiver of the 20 Week Hiring Delay
for the vacant position of Safety Specialist in the Risk Management &
Safety Department pursuant to a Motion by the Ad Hoc Committee on
July 8, 2008

At it's July 8, 2008 meeting to review personnel vacancies, the Ad Hoc Committee approved a motion to waive the 20 week hiring delay for the vacant position of Safety Specialist in the Risk Management & Safety Department. This position is vacant due to the resignation of Lori Hodorek, effective June 5, 2008.

Pursuant to the motion from the Ad Hoc Committee on July 8, 2008, it is recommended that the Personnel Committee approve the reconfirmation of the vacant position of Safety Specialist, and also waive the 20 week hiring delay for filling of this vacant position.

EAH/mb
Attachment

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegghem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



RISK MANAGEMENT & SAFETY

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6349 FAX 586-469-7902

RECEIVED
JUN 26 2008
HUMAN RESOURCES

John P. Anderson, Esq.
Director

MEMORANDUM

TO: Eric Herppich, Acting Director
Human Resources

FROM: John P. Anderson, Esq.
Director, Risk Management & Safety

DATE: June 25, 2008

SUBJECT: **Request to Reconfirm Vacant Budgeted Position
Safety Specialist and to Waive 20-Week Waiting Period**

Please place Risk Management's request to reconfirm the position of Safety Specialist and to waive the 20-week waiting period on the Agenda of the July 8, 2008 Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings meeting. A complete Position Analysis Questionnaire is attached which details the importance of this position to our County and the immediate need for reconfirmation.

Safety Specialist, Lori Hodorek resigned effective June 5, 2008. I am asking for a waiver of the 20-week waiting period because the County is **required** by MIOSHA and Michigan Bureau of Workers' Compensation to immediately respond to employee related accidents, safety investigations and to provide various required employee training. The Safety Specialist also coordinates required inspections with the respective local fire departments. The County could be heavily fined if we are non-compliant with the above mandates.

In addition to State and Federal mandates the Safety Specialist position is responsible for a myriad of other duties which have become an integral part of an overall safety program. Every department relies on the Safety Specialist to respond to everything from ergonomic studies to mold abatement. (See attached questionnaire).

I urge this Committee to reconfirm the Safety Specialist position and waive the 20-week waiting period for filling this position.

JA/ml

Enclosure

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MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Lori Hodorek SOCIAL SECURITY # [REDACTED]

ADDRESS 22489 Benjamin St Clair Shores, MI 48081

DEPARTMENT Risk Management

CLASSIFICATION Risk Management & Safety Specialist

TERMINATION DATE June 5, 2008

DATE OF HIRE April 13, 1998

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
☒ RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

This resignation is with a heavy heart. I've
never thought of myself as a quitter, but I feel
extremely defeated.

I appreciate the opportunity that was initially
given to me to develop & grow along with the position

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
☒ YES () NO

over

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES () NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Lori Hodorek DATE 5-5-08

INTERVIEWER'S SIGNATURE J. Fedruk DATE 5-5-08

of Safety Specialist. I've developed programs with many departments that will hopefully be beneficial for them as well as the future Safety Specialist.

For those who have helped or asked to assist in promoting health, safety & wellness for the employees, it's been appreciated by me.

Safety is a value not a priority. ~~Priorities~~ Priorities are changed minute by minute, values are engrained.

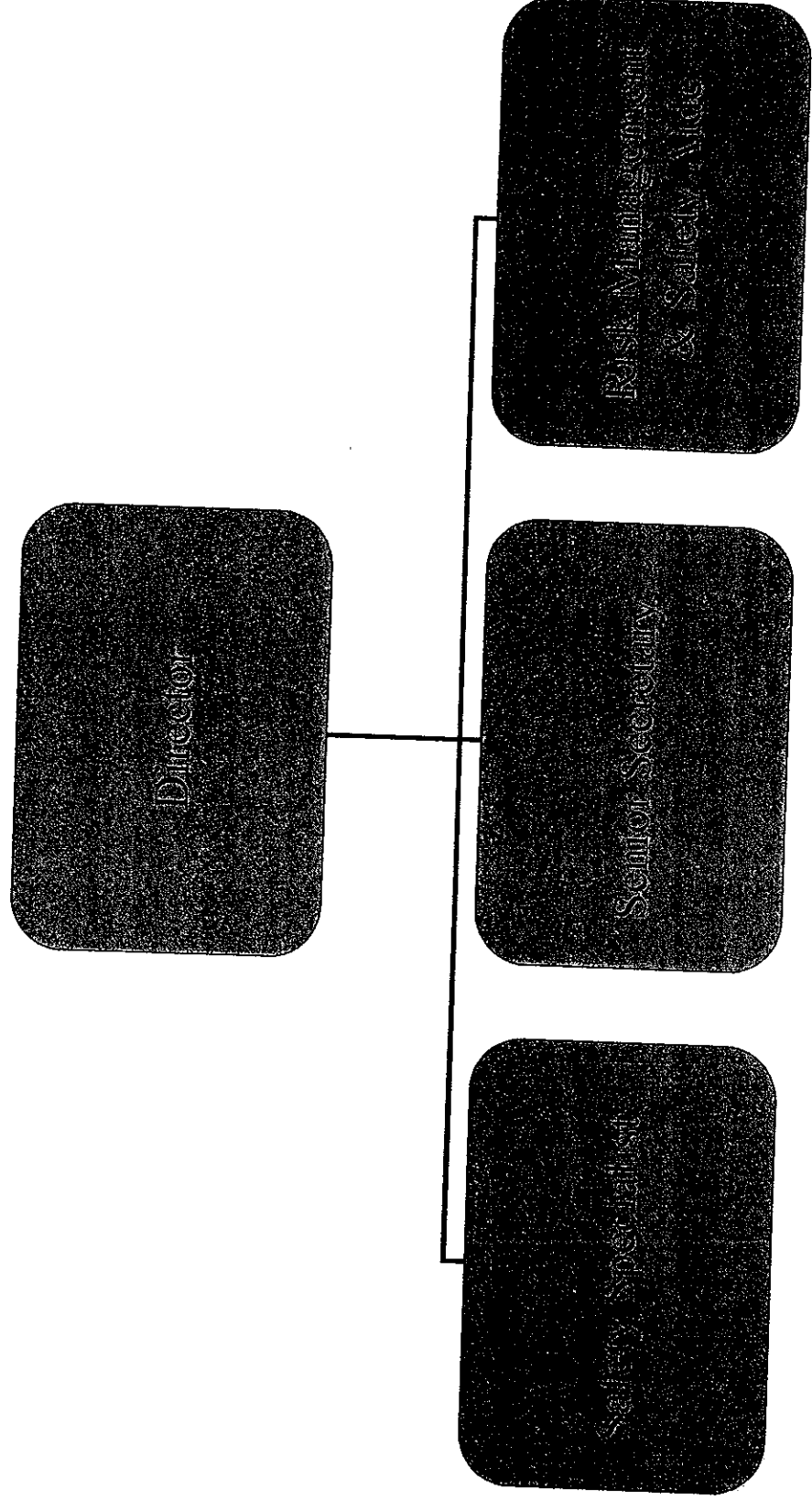
RECEIVED
JUN 26 2008

Describe how this position is funded: 100 % % %
County Grant Other

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Risk Management & Safety



This department is responsible for evaluating potential liability exposures, County facility emergency evacuations, and safety risks. This department assists other County departments in developing loss control and safety programs and procedures, reviews and approves all county contracts and agreements and obtains the necessary insurance coverage for loss prevention, employee benefits, workers' compensation and monitors the County self-insurance and claims administration budget.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	Senior Secretary, Risk Management & Safety Aide	2
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

While assisting in developing departmental safety protocols, this position needs to balance the requirements of MIOSHA, the department, as well as the needs of employees in a prodominantly union environment.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Training - BBP, CPR, AED, Fork Lift	35%	Daily	Yes
2	Responding to Complaints/Concerns Injury, Mold	10%	Daily	Yes
3	Facility Inspections	15%	Daily	Yes
4	Ergonomic Evaluations, Job Safety Analysis, ADA	15%	Daily	Yes
5	Healthstyles Committee	15%	Daily	No
6	Cover Office	10%	weekly	No
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Bloodborn Pathogen Training - 750 Employees Annually
CPR, AED & First Aid - 300 Employees Annually
Ergonomic Evaluations - 250 Employees in 3 years

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

All decisions necessary to address immediate safety threats.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The County would be non-compliant with MIOSHA,	
Bureau of Workers' Compensation and Federal	
mandates.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
MCCSA - Director	Concerns or complaints - training	monthly
MTB - Cynthia Davis	Safety committee, ergo eval, inspections	monthly
Senior Citizen Services	Training, Ergo Eval concerns & questions	monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

*See Essential Function Attachment

Safety Specialist - Essential Functions

- Performing and coordinating the abatement of insurance loss control facility inspections including fire suppression equipment, security protocols, electrical and environmental hazards at our buildings and grounds with our Facilities & Operations Department.
- Coordinating activities for the employees in Risk Management. Issue and assist with prioritizing work assignments and supervising employee's performance.
- In Risk Managers absence, is responsible for responding to any emergency and non-emergency issues both during work hours and after work hours.
- Investigating trends in employee injuries. Evaluate situations to determine if action is needed with Department Heads and Human Resources Coordinators.
- Assist with MIOSHA investigations, follow-up by notifying Department Heads of MIOSHA directives and coordinating Departments response to MIOSHA.
- Reviewing Department behavior relative to accidents, near misses and employee conduct involving sexual harassment with hostile work environment issues.
- Reviewing and implements necessary department procedures involving collection of money and the safe keeping of said funds.
- Coordinating indoor air quality issues (i.e. Asbestos abatement, mold remediation etc.) between environmental contractors and Facilities and Operations Director. Analyze results and report to Board Chair, union representatives and necessary personnel.
- Performing job safety analysis and ergonomic evaluations at department, Human Resources, Worker's Compensation or physician's request. Coordinates needed equipment, procedural and/or behavioral changes between Purchasing, Human Resources and involved Department.
- Developed and maintain CPR and AED programs at needed facilities. Also conduct training for these programs to employees consistent with County's written protocol.
- Currently developing a First Aid program to educate employees on how to properly administer techniques.
- Performs work site safety inspections to determine the existence of any potential safety hazards, and makes recommendations for their correction.

- Investigates accidents and personal injuries involving employees on the job, interviewing employees and witnesses and reviewing related reports.
- Identifies and appraises conditions which could result in accidents, illnesses and financial loss and makes recommendations regarding accident prevention and loss control systems for incorporation into departmental operation policies and procedures to reduce potential for future accidents and losses.
- Conducts "Employee Right-to-Know" and safety training for supervisors and other employees to ensure awareness of proper procedures for handling chemicals and operating equipment on the job.
- Plans and implements specialized training to meet individual needs of departments and to prevent occupational injuries.
- Reviews department operating procedures which involve employee safety and makes recommendations for modifications to ensure compliance with established safety procedures and federal and state regulations.
- Organizes and coordinates safety committees for departments. Keeps management aware of federal and state health and safety responsibilities.
- Coordinates material safety data sheets and other records related to the "Employee Right-to-Know" programs and assists in required labeling of materials.
- Assists in the preparation of the Macomb County Safety Manual by gathering data, organizing materials, and writing copy. Keeps information current by making recommendations for revisions as warranted.
- Conducts motor vehicle license review for employees who drive County vehicles or personal vehicles on County business. Reviews employees' accident and violation records and compares against objective standard.
- Assists in the enforcement of County policy regarding rehabilitation and light-duty assignments for employees unable to perform full duties of their classifications. Coordinates with the Human Resources Department to determine appropriate placements.
- Operates an automobile while performing assigned duties.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Evaluate and recommend to the Personnel Committee regarding _____
the determination of each vacant personnel opening, either to reconfirm
or to eliminate the position

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION

DEPARTMENT

~~One Dietitian (Jennifer Kasprzyk)
Reason for Position being Vacant: Resignation
Date Position to be Vacant: 04-30-08~~

~~Health~~

~~One Public Health Nurse II (Nancy Karcz)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 05-16-08~~

~~Health~~

~~One Account Clerk III (Cynthia Jean Wiegand)
Reason for Position being Vacant: Resignation
Date Position to be Vacant: 05-02-08~~

~~Martha T. Berry~~

~~One Administrative Secretary (Gail McAlpine)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 07-31-08~~

~~Martha T. Berry~~

~~One Computer Maintenance Clerk (Cheri Rushman)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 01-02-08~~

~~Prosecuting Attorney~~

~~* { One Paralegal (Incoronada Delfuoco)
Reason for Position being Vacant: Retirement
Date Position to be Vacant: 12-28-07~~

~~Senior Citizen Services~~

REFERRED TO SENIOR
CITIZENS COMMITTEE

* At the Senior Citizens Committee mtg. on 6-13-08,
the following action was taken:

Substitute motion

A motion was made by DeSalle, supported by
Griegelshen, to postpone in order to give the
director, Chair Griegelshen and the Senior Legal Services
Dept. time to go back and look at this and
report back at the Finance Comm. mtg. next
week. The Motion Carried w/ Brady voting "No."

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate

Reconfirmation of Personnel

Openings 06-05-08

Seniors
Finance 6-18-08 - REMOVED FROM AGENDA
Personnel 7-22-08

6-13-08 postpone to Finance Committee mtg. on 6-18-08 * (see above)

Item # 12

Seniors 6-13-08

Distributed by

EFFECTIVE DATE: 04-24-08

Shirley
CushingMACOMB COUNTYCLASSIFICATION/POSITION DESCRIPTIONCLASSIFICATION TITLE: Paralegal***2007 Salary Range taken from UAW Union Contract: \$34,547.24 - \$39,482.56**F.L.S.A. STATUS: Non-exemptDEPARTMENT: Senior Citizen ServicesAPPOINTING AUTHORITY: DirectorGENERAL RESPONSIBILITIES:

The employee in this classification, under the direction of the Managing Attorney or Attorney, interviews clients, investigates facts and prepares memoranda relative to clients expressed legal issue; performs legal research as assigned; organizes files; maintains records and statistical procedures; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Receives, places and appropriately routes client telephone calls.
- Answers routine client inquiries.
- Investigates facts and law and prepares related documents.
- Conducts research using a computer and traditional methods of research.
- Provides client counseling and brief service under attorney direction.
- Prepares proper information to meet clients' needs.
- Coordinates and files court documents.
- Prepares affidavits, documents and maintains document file.
- Refers clients to Pro Bono Attorneys as directed.
- Notarizes and witnesses documents as needed.
- Interviews homebound senior clients to gather facts and obtain documents.

Paralegal
Page 2

ESSENTIAL FUNCTIONS (continued):

- Performs statistical work and other duties as directed.
- Ensures the preservation of the confidentiality of client matters.
- Operates an automobile while performing assigned job duties.

ADDITIONAL FUNCTIONS:

- May act as a law librarian, keeping and monitoring legal volumes and ensuring legal volumes are current.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- An Associate Degree in Paralegal or Legal Assistant studies from an accredited college.
- A minimum of two (2) years of experience as a Paralegal or Legal Assistant.
- Certification by the National Association of Legal Assistants is preferred.
- Qualified Michigan Notary Public is preferred.
- Successful completion of the probationary period for the position of Paralegal.
- Be physically able to perform the essential function of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

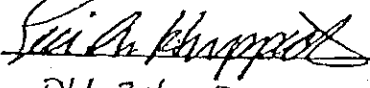
- Knowledge and experience with online legal research.
- Knowledge of court policies and procedures.
- Ability to establish and maintain effective working relationships with attorneys, co-workers and the public.
- Effective written and oral communication skills and attention to detail.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.

Paralegal
Page 3

ADDITIONAL QUALIFICATIONS (continued):

- Ability to conduct oneself with tact and courtesy.

HUMAN RESOURCES DEPARTMENT APPROVAL:

NAME: Eric A. Herppich SIGNATURE: 
TITLE: Director, Human Resources DATE: 04-24-08

Item #12

Seniors 6-13-08
Distributed by
Shirley Cusky

EFFECTIVE DATE: 05-02-05

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Typist Clerk IV

***2007 Salary Range taken from Union Contract: \$27,783.12 - \$34,728.90**

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Varies

APPOINTING AUTHORITY: Department Head

GENERAL RESPONSIBILITIES:

The employee in this classification, under the limited supervision of an assigned supervisor, performs difficult typist and administrative support tasks; may perform the following tasks depending upon the assigned department: types letters, reports, forms and other complex correspondence; files records and reports; posts information; sorts and distributes mail; and answers telephone; performs various clerical support duties; uses considerable judgement in establishing or adapting work procedures to new situations and in performing varied typing and administrative support services to relieve supervisors of clerical work and minor administrative duties; often exercises supervision over the work of other clerical employees; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Types a variety of materials, including letters, reports, forms and other complex correspondence.
- Composes and types routine correspondence.
- Updates and corrects information on records and forms.
- Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals or departments.
- Assists others in ascertaining needs and explaining office or departmental policies and procedures; and initiates necessary action to assist administratively.
- Schedules appointments, meetings and makes travel arrangements.
- Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.

ESSENTIAL FUNCTIONS (continued):

- Receives, screens, sorts and/or counts materials such as applications, permits and forms.
- Separates, sorts and stuffs envelopes for mailing or distribution.
- Often exercises supervision over the work of other clerical employees.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with college or business school training.
- A minimum of three (3) years of clerical experience involving typing.
- Ability to type from a clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 4 on the General Clerical Test.
- Successful completion of the probationary period for the position of Typist Clerk IV.
- Be physically able to perform the essential functions of the position, with or without, reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Comprehensive knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Knowledge of Windows, Word and Excel.
- Ability to make relatively complex mathematical computations rapidly and accurately.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to maintain complex clerical records and prepare reports from such records.
- Ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures where errors could easily result in adverse public reactions or additional costs to the County.
- Ability to understand and follow complex written and oral directions.
- Ability to organize and supervise the work of other clerical employees.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to conduct oneself with tact and courtesy.

HUMAN RESOURCES DEPARTMENT APPROVAL:

NAME: Ted J. Cwiek SIGNATURE:

TITLE: Director, Human Resources DATE:



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6,
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

RECEIVED
APR 09 2008
HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Eric Herppich, Interim-Director
Human Resources

FROM: Angela J. Willis, Director *AW*
Department of Senior Citizen Services

DATE: April 8, 2008

SUBJECT: Confirmation to post Paralegal Position

On December 28, 2007, Incoronada Delfuoco retired from her position as Paralegal in the Senior Citizen Services Legal Assistance Program. Pursuant to Full Board resolution of December 13, 2007 all County positions must remain vacant for a period of 20 weeks. The Paralegal position shall be vacant 20 weeks by the time this request is reviewed by Full Board. As such, I am requesting Personnel place this item before the Ad Hoc Committee to confirm my request to post.

The Paralegal position is a vital role in the Legal Assistance Program. The Paralegal is the first contact with seniors who call or come into the office. There are currently two attorneys and one Clerk Typist IV in the Legal Assistance Program handling the day-to-day operations. Further delay in filling the position of Paralegal would cause a hardship on the legal services provided to the seniors of Macomb County.

Attached is the completed Vacant Budgeted Position form as well as the Position Analysis Questionnaire.

Thank you for your anticipated cooperation.

Cc: Shirley Cushing, Attorney - Legal Assistance Program

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sanger - District 2

Joan Flynn - District 6
Sue Rocca - District 7

Ed Szczepanski - District 11
Peter J. Lund - District 12

William A. Crouchman
District 23
Chairman

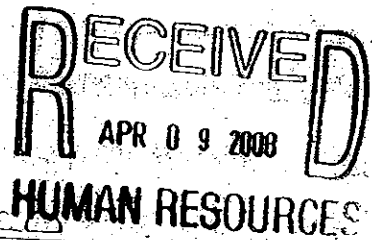
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Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carcy Torrice - District 16

Betty Slade - District 22

Macomb County
Position Analysis Questionnaire



Employee Name: VACANT

Incoronada Delfuoco

Classification Title and Department: Legal Assistant/Paralegal
Senior Services

Division/Program Assignment: Legal Assistance Program

Describe how this position is funded:

	X	%	%	%
	County	Grant		Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The primary purpose of the Legal Assistant/Paralegal classification is to provide support to the Legal Assistance Program Attorneys. The Legal Assistant/Paralegal conducts the initial interview of senior citizen clients, obtains demographic information and gathers facts to assist the attorneys in determining the legal issues so proper assistance can be given. The Legal Assistant/Paralegal also inputs the client information into the Program's database so accurate and timely reports can be made.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Legal Assistance Program provides legal assistance, without charge, to the senior citizens of Macomb County focusing on the most socially and economically in need. The assistance includes advice and counsel, review and preparation of documents and representation in court and administrative agencies. The Legal Assistance Program is placed within the Department of Senior Services to provide assistance to the senior citizens of Macomb County.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Managing Attorney	1
Same Classification Within Department or Program	NONE	0
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney (1) Legal Secretary (1)	2
Classifications Directly Supervised by this Classification (if applicable)	NONE	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

None

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The typical work situation involves obtaining pertinent information from senior clients who are vulnerable and in stressful circumstances.

This requires a trained, skillful listener who can obtain and relate information while being compassionate and understanding in a professional manner;

Legal educational/background to analyze facts to determine legal issue; and

Ability to surface relevant facts by directed questioning.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Interview clients in office and on the telephone	40	Daily	
2	Question and determine facts of legal problem	20	Daily	
3	Research and preparation of memoranda	6	Daily	
4	Organize Files and client logs	7	Daily	
5	Maintain statistical data base and maintain office confidential files	7	Daily	
6	Coordination of pro bono referrals as directed	5	Weekly	
7	Convey information to clients as directed by attorney	10	Daily	
8	Prepare and mail legal information packets for client education	5	Daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Legal Assistance Program functions as a team and provides monthly reports to the Department of Senior Citizen Services and Quarterly reports to the funding sources. The reports integrate the work of a 4 person office. Enclosed are year-end statistics of clients served for 2005, 2006 and 2007.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Legal Assistant/Paralegal is prohibited from the practice of law under the Michigan Bar Rules of Professional Conduct. Thus, a Legal Assistant's work must always be supervised by a licensed attorney who is responsible for all work done by this legal Assistant/Paralegal and to ensure his/her conduct is compatible with the professional obligations of the lawyer-supervisor.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction number of Clients Served	An office without a Legal Assistant forces the attorneys to do paralegal work rather than using attorney skills and resources as lawyers.
Reduction of Client telephone calls	
Reduction of satellite office services	
Reduction of community presentations	
	Senior Legal Education presentations will be limited
	Also, the secretarial work time is affected.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Senior Citizens who rely on this County legal service	Interview to assist w/legal problems	Daily
County Agencies	Referrals for specific surfaced needs	Daily
State & Federal Agencies	Obtain information on behalf of clients	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The position of Legal Assistant/Paralegal in the Legal Assistance Program is of such importance to the two attorneys for support that all legal work will diminish because of the ever increasing senior population's demands. The program's growth testifies to the value of 4 persons and assuredly will diminish if this position remains unfilled due to the constant demand for attorney time.

Board of Commissioners

Senior Citizens Committee

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

Senior Secretary
Dana Lazetko

Clerk Typist IV
Robin Aulen

Disability Specialist
Kathy Savinsky

Pres. Drug Clerk
(PRN Program)
Colleen Burns

Pres. Drug Clerk (PT)
(Senior Pres. Drug Plan)
Amber Pirago

Prog. Developer
Cathy Wilson

22 Volunteers

Center Mgr.
Kathy Ciolek

Title V Prog. AAA 1-B Employees
4 PT Aides at Senior Center
3 PT Aides in Adult Day Care

Council on Aging

Info. & Ref. Spec.
Sue Meyers

Counselor III
Roberta Knapp

Counselor (PT)
Linda Savoyard

Counselor (PT)
Sharon LaDue

Grandparents Raising Grandchildren
Coordinator (south area) Mary Peltis

Grandparents Raising Grandchildren
Coordinator (north area) Christine Sine

Grandparents Raising Grandchildren
Childcare Supervisor Melissa Hutton

Clerical Support (PT)
Ann Wagner

Adult Day Service Program
Program Supervisor
Kathryn Ann W. Kozlinski

Program Secretary
Joy Roark-Dumire

Activity Coord.
Marie Sikora

Program Assistant
Theresa McCarthy

Program Aides-PT
Darlene Preston
Lora Pomaville
Darlene Preston

Students/Volunteers

Program Coordinator
Sylvia McNabney

Activity Coord.
Michelle Thies

Program Assistant
Linda Willemaki

Program Aides-PT
Peggy Eddy
Terry Kramer
Jane Gillespie
Anicette O'Neill

Students/Volunteers

Legal Assist. Prog.
Managing Attorney
Shirley A. Cushing, Atty.

Attorney
Thomas G. Hartwig

Paralegal

Clerk Typist IV
Donna Alexander

Volunteer (1 PT)

Senior Citizen Services Committee 2008
 Commissioner Paul Gleaghem, Chairman
 Commissioner Sue Rocca, Vice Chair
 Commissioner Jonathan Switalski
 Commissioner Betty Slinde
 Commissioner Don Brown
 Commissioner Kathy Tocco
 Commissioner Susan Doherty
 Commissioner Phillis DeSaele
 Commissioner Ed Bruley
 Commissioner William A. Crouchman (ex-officio)

* Vacant Position

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ ***see below**

INTRODUCED BY: _____ **from the floor**

***At the 7-18-08 meeting of the Community Services Committee, the following motion was approved:**

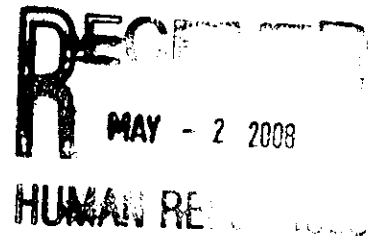
MOTION

A motion was made by Doherty, supported by Torrice, to approve a waiver of the 20 week hiring delay for one Counselor position in the Veterans Services Department and forward to the Personnel Committee.
The Motion Carried with Bruley voting "No."

COMMITTEE/MEETING DATE

Community Services 7-18-08
Personnel 7-22-08

**Macomb County
Position Analysis Questionnaire**



Employee Name: RUSSO, DIANNE M.

Classification Title and Department: Counselor II/Veterans' Services

Division/Program Assignment: Macomb County Employment

Describe how this position is funded: 100 % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

To assist veterans' and their dependents through the process of filing the necessary paperwork to obtain benefits for Service Connection Compensation, Non-Service Pension, Widow's Death Pension and Dependent Indemnity Compensation. Also files paperwork for State and County Financial Assistance, Federal and County Burial Benefits, Education, Medical Enrollment, Aid & Attendance/Housebound and all benefit applications for Veterans' and their Dependents on the Federal, State and County level. Advises and refers same on all benefit entitlements thru other Federal, State and County Agencies.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Mission and role of the Department is to assist Veterans' and their dependents with all benefit entitlements on the Federal, State and County levels. The Department provides, Financial Aid, Burial Benefits and all Federal Benefits to include service connected claim for disability, pensions with aid and attendance and or housebound assistance, education and training, vocational rehabilitation, home loan guaranty, va life insurance, burial and memorial benefits, reserve and national guard, military medals and records and benefits provided by other federal agencies.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program	Counselor	2
Other Classifications Reporting to this Immediate Supervisor	Secretary, Typist Clerk 1/11	3
Classifications Directly Supervised by this Classification (if applicable)	N/A	N/A

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Typist Clerks. The Counselors gives direction on paperwork and documentation needed to support their ability to obtain the specific benefits being applied for, scheduling the appointment with the veterans and or dependents, faxing correspondence, copying of documents, telephone messages, ordering of benefits pamphlets etc.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Multi-tasking, appointments, walk-ins, phone voice messages, establishing the documentation needed to support claims to include dealing with Doctors and other medical personel to obtain the medical statement to support disabilities being claimed by the veteran and or their dependents and assisting them in obtaining all the necessary paperwork, documentation and evidence needed to support their claims and/or applications for benefits and assisting them through the process of the Department of VA

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assisting Veterans' and dependents	40%	Daily	yes
2	Obtaining documents, medical & material evidence.	10%	Daily	yes
3	Filing applications with typing and entering data.	40%	Daily	yes
4	Scheduling appointments.	5%	Daily	Yes
5	Returning voice messages and answering phone calls	5%		
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Clientelle appointment average 50 to 70 per week currently divided between two (2) Counselors. Averging 3,500 annually.
Phone contacts average 15 to 20 per day per counselor averaging 9,000 annually. Copying, typing and entering data averaging 40,000 pieces annually.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Complete control over scheduling their own appointments and making all choices on planning and implementing their own workload.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
A totally devastating Impact. This position is	100%
the heart and soul of this office. The counselors	
are the ones in the office who have been	
trained in the Federal, State and County laws that	
pertain to assisting veterans' and their dependent	
in obtaining and securing their benefits.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
State and local organizations.	Appointing them as Power of Attorney on	Daily
Macomb County Senior Services	Inter-Referrals of people needing assist	Daily
Detroit VARO and DVA Medical Center	Rerrals, Mutually exchanging information	daily

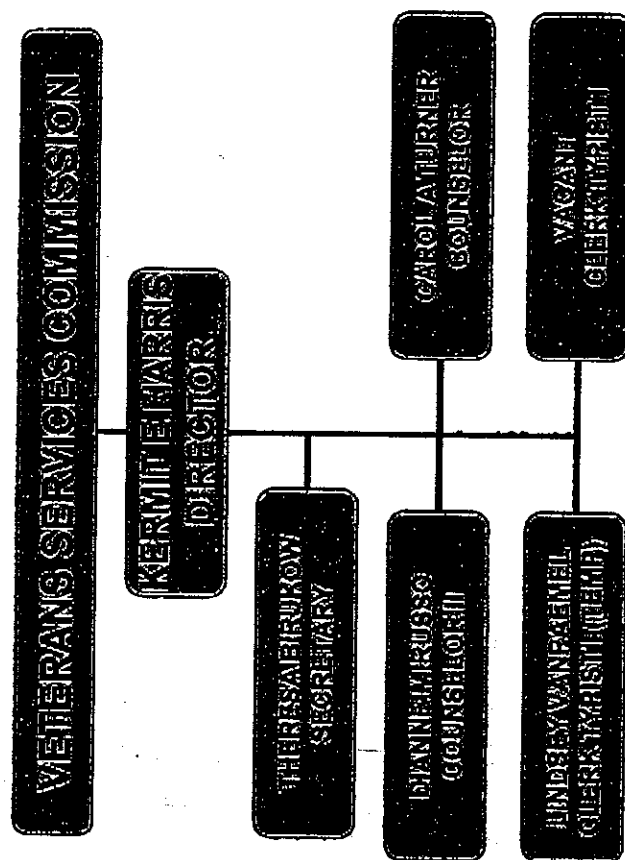
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position is the heart of this office due to the fact that the counselors are trained on the laws as well as the necessary knowledge needed to develop claims, fill out applications, respond to the VA correspondence, and on the process the the Department of Veterans' Affairs Regional Office and the Department of Veterans Affairs and Health Care Benefits.

Without quality and good quantity of counselors this office would not be functioning. All other positions in this office are a secondary support to this position.

VETERANS SERVICES OFFICE



RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE 7/24/2008

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Recommend that the Macomb County Board of Commissioners concur
with the recommendation to modify the Community Services Agency Transportation Budget
reflecting changes in bus driver positions and hourly rates.

INTRODUCED BY: Commissioner Kathy Tocco, Chair Community Services Committee

.See memo for back up material.

COMMITTEE/MEETING DATE

Community Services Committee 7/18/2008

Personnel 7/22/2008

REFERRED TO PERSONNEL COMMITTEE



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

July 1, 2008

Frank T. Taylor
Director

TO: Kathy Tocco, Chairperson
Board of Commissioners Community Services Committee

CC: David Diegel, Director
Macomb County Finance Department

Eric Herppich, Acting Director
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Community Services Committee Agenda Item For Consideration
Transportation Drivers and Wage Rate Modification

In developing our Head Start Transportation budget for the 2008-09 school year, it is imperative that we consider the following changes:

1. Eliminate the full time bus driver positions. If interested, drivers currently occupying these positions, would be transitioned into the part-time positions;
2. Increase number of part time bus driver positions from 15 to 20;
3. Increase hourly wage rate from \$10.64 -- \$12.52 to \$12.64 -- \$14.52; and
4. Recommend that all drivers (current and future hires) at the MCCSA Director/Human Resources Director discretion, be adjusted up to the maximum \$14.52 hourly wage rate.

I am respectfully requesting that you consider placing this recommendation on your next Community Services Committee Agenda.

For your review, we summarized the Head Start Transportation budget and services for this past year and what we expect for the coming school year. Our rationale for these changes is based upon the following analysis:

2007-2008 School Year

For the 2007-08 school year that just ended, we provided transportation services to 550 Head Start children, (15 Centers / 31 bus routes). In order to meet this expectation, the details are as follows:

- Transportation wages/fringes budget was: \$358,731.
- The employee pool is as follows:
 - 6 budgeted full-time drivers/5 currently filled; and
 - 15 budgeted part-time drivers/6 currently filled;(Efforts to recruit and hire part time drivers have proven unsuccessful)

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Leon Drolet - District 26

In an effort to reduce costs this past year, we took the following action:

- Eliminated bus service for Flickinger School (3 classrooms/3 bus routes)
- Agreement reached with Centerline and Roseville Public Schools to park and maintain buses at their lots reduced mileage, fuel and maintenance costs.
 - 2 buses housed at Roseville Public Schools bus lot; and
 - 3 buses housed at Centerline Public Schools bus lot

2008-2009 Proposed School Year

In the 2008-09 school year, we plan on transporting 550 Head Start children. Although we reduced our costs this past year, we are compelled to make further reductions. In order to meet the service expectations while remaining within our budget, we will be required to make further budget reductions. The details are as follows:

- Transportation wages/fringes budget will be: \$315,709.
- In order to maintain these services which are extremely beneficial to the program's success, we must reduce this year's Head Start Transportation wages/fringes budget by over \$43,022.
- Based on available grant funds, and transporting the number of children in order to perform these services, our employee pool should be:
 - Up to 20 part-time bus drivers.

In order to meet this expectation, the following action is recommended:

- Increase the number of budgeted part time driver positions from 15 to 20;
- Eliminate (5) full time bus driver positions; and
- In an effort to obtain qualified part time bus drivers, increase the hourly wage rate for from: \$10.64 (min.) -- \$12.52 (max.) to \$12.64 (min.) -- \$14.52 (max.)

Rationale: An analysis of the following school districts shows an increase of \$5.75 per hour more than our starting minimum wage rate. The average maximum wage rate is \$6.81 per hour more than our current maximum wage rate.

- \$14.80 to \$17.40 East Detroit Public Schools
- \$15.99 to \$18.50 Clintondale Public Schools
- \$17.18 to \$20.76 Centerline Public Schools
- \$17.57 to \$20.65 Warren Consolidated Schools

All new hire bus drivers must be certified and registered to attend Michigan Department of Education beginning school bus training by August 18, 2008.



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

RECEIVED
JUL 01 2008
MCCSA

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

June 27, 2008

Frank Taylor, Director
Community Services Agency
21885 Dunham Road
Clinton Township, MI 48038

RE: Transportation

Dear Mr. Taylor:

I have reviewed the transportation proposal and given established departmental budgetary reductions, your recommendations seem appropriate.

Sincerely,

Eric A. Herppich
Acting Director, Human Resources

EAH/lnw

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend a Salary Range Modification, for the Non-Represented
_____ Classifications of Administrative Secretary, Senior Secretary and
_____ Secretary, to be applied to any Newly Hired or Promoted Employees

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 07-22-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

July 11, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources *E.A. Herppich*

RE: Recommend a Salary Range Modification, for the Non-Represented
Classifications of Administrative Secretary, Senior Secretary and Secretary, to
be applied to any Newly Hired or Promoted Employees

The Human Resources Department has reviewed internal comparability for the salary ranges of Administrative Secretary, Senior Secretary and Secretary. Based on this review, a modification to the salary ranges for the non-represented classifications of Administrative Secretary, Senior Secretary and Secretary, to be applied to any newly hired or promoted employees, is recommended.

The 2008 salary range for Administrative Secretary is \$39,137.66 - \$48,922.07. The recommendation is to modify the 2008 salary range to \$35,404.12 - \$44,255.12 (Pay Grade 9), resulting in an annual budgetary reduction, for an affected position, of \$4,666.95.

The 2008 salary range for Senior Secretary is \$34,160.35 - \$41,406.54. The recommendation is to modify the 2008 salary range to \$32,234.94 - \$40,293.69 (Pay Grade 6), resulting in an annual budgetary reduction, for an affected position, of \$1,112.85.

The 2008 salary range for Secretary is \$31,148.15 - \$36,644.89. The recommendation is to modify the 2008 salary range to \$28,736.66 - \$35,920.81 (Pay Grade 3), resulting in an annual budgetary reduction, for an affected position, of \$724.08.

I have discussed this request with the Finance Director and recommend the Personnel Committee approve the salary change modification, for the non-represented classifications of Administrative Secretary, Senior Secretary and Secretary, to be applied to any newly hired or promoted employees.

EAH/KS/mb

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